

**SAMPLE COVER MEMO  
SOURCE INSPECTION REQUEST  
FROM LOCAL AGENCY to  
CALTRANS' DISTRICT LOCAL ASSISTANCE ENGINEER  
(Prepared By Applicant On Applicant Letterhead)**

**To:** (name) \_\_\_\_\_ **Date:** \_\_\_\_\_  
Caltrans' District Local Assistance Engineer  
Caltrans' Local Assistance Office  
(district office address)

**Federal-aid Project Number:** (if one has been assigned) \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Subject:** (*Source Inspection for Project Name, County*)

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above mentioned project. We understand we are responsible for paying for this service provided for by the State. Listed below are the materials for which we are requesting Caltrans' Source Inspection (reimbursed) services.

Materials that will require source inspection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification for request: (Based on the requirements in Section 16.14 under "Source Inspection") \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any question you might have about the above materials should be directed  
to: \_\_\_\_\_, at \_\_\_\_\_ (phone #) \_\_\_\_\_.

**Approved:**

\_\_\_\_\_  
(Applicant Representative Name)

\_\_\_\_\_  
District Local Assistance Engineer

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Local agency, name & address)

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